

## Co-Sponsorship Agreement

The National Institute of Diabetes and Digestive and Kidney Diseases of the National Institutes of Health, Department of Health and Human Services (“NIDDK”) and the \_\_\_\_\_ (“Cooperating Organization”) agree to co-sponsor a workshop on interstitial cystitis and painful bladder syndrome (“Symposium”), according to the terms expressed below. Co-Sponsorship refers to the joint development of a conference, seminar, symposium, education program, public information campaign, or similar event related to the mission of the NIDDK.

### 1. Background

The Symposium is an educational program directed toward scientists and clinicians, most specifically those working in the fields of urology, bladder physiology and women’s health. It is intended to expand scientific awareness of interstitial cystitis and its treatments, to provide a forum for discussion of the definition and etiology of interstitial cystitis and painful bladder syndrome, and to exchange information and ideas on current and contemplated research on and treatments of the disease and its symptoms.

Describing the Cooperating Organization with specificity concerning its interest in and commitment to the study or treatment of interstitial cystitis, the Cooperating Organization is:

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The NIDDK shares with Cooperating Organization a recognition of the importance of public scientific discussion in the development of new methods of treatment of many diseases and conditions and wishes, as part of its mission, to conduct a Symposium focused on interstitial cystitis and painful bladder syndrome.

### 2. Responsibilities for Developing the Symposium

The NIDDK will determine the goals and scope of the programs for the Symposium. The agenda for the Symposium will be developed with the assistance and advice of a Scientific Planning Committee led by a Chair selected by the NIDDK. The selected Chair will be an internationally-recognized leader with extensive peer-reviewed scholarship on the topic of educational programs.

The Scientific Planning Committee will develop a proposed agenda that includes speakers, topics, format, etc. The final agenda, format, venue and dates for the Symposium and its programs must be approved by the NIDDK prior to implementation, and is dependent upon funds available. In all instances, NIDDK must abide by all legal restrictions on the use of Federal funds and all applicable appropriations law requirements.



The scientific members of the Scientific Planning Committee will be jointly selected by the Chair and the NIDDK staff, and are expected to have recognized scientific expertise in areas and disciplines to be discussed at the meeting. The voting members of the Scientific Planning committee are the Chair, the scientific members and one voting member from NIDDK staff.

The Cooperating Organization may serve as a non-voting, ex-officio member of the Scientific Planning Committee.

### **3. Independently Sponsored Portions of Symposium**

With mutual agreement between the Cooperating Organization and the NIDDK, Cooperating Organization may, as part of the meeting, sponsor specific activities, including but not limited to a reception, travel fellowships or support of designated speakers. Any arrangement for sponsorship of specific activities will require an amendment to this Co-Sponsorship Agreement. No NIDDK resources, including staff, may be used to develop, promote or otherwise support a portion of the event that is independently sponsored by the Cooperating Organization, although official announcements and brochures may contain factual references to the schedule of the entire event, including portions sponsored by the Cooperating Organization.

### **4. Registration Fees and Other Charges**

The NIDDK will be solely responsible for setting and collecting registration and all other fees for participation and attendance at the Symposium. No registration fee will be charged for attendees who are employees of NIDDK. The Cooperating Organization may receive up to five registrations without charge, so long as the named attendee is pre-registered at least one week prior to the date of the Symposium. All other attendees of or on behalf of the Cooperating Organization must pay the full registration fee in order to attend the Symposium.

Any production or distribution of education materials pertaining to the Symposium or transcripts or recordings of the Symposium shall be at the sole discretion of and the sole responsibility of the NIDDK.

### **5. Fundraising**

Cooperating Organization is not permitted to distribute any material, educational or otherwise, at the Symposium if the material lists industry funding donors to its organization.

Cooperating Organization shall make clear, in any solicitation for funds to cover its share of the event costs, that it, not NIDDK nor the Department of Health and Human Services nor any component thereof (“HHS”), is asking for the funds. Cooperating Organization shall not imply that NIDDK or HHS endorses any fundraising activities in connection with the Symposium. Cooperating Organization shall make clear to donors that any gift will go solely toward defraying the expenses of Cooperating Organization, not NIDDK nor HHS.

## **6. Promotional Activity**

Cooperating Organization shall not use the Symposium primarily as a vehicle to sell or promote products or services. Cooperating Organization shall ensure that any incidental promotional activity does not imply that NIDDK or HHS endorses any products or services. Cooperating Organization shall make reasonable efforts, subject to NIDDK review, to segregate any incidental promotional activity from the main activities of the Symposium.

## **7. Event Publicity and Endorsements**

Cooperating Organization will not use the name of NIDDK or HHS, except in factual publicity for the specific event. Factual publicity includes dates, times, locations, purposes, agendas, fees and speakers involved with the event. Such factual publicity shall not imply that the involvement of NIDDK or HHS in the Symposium serves as an endorsement of the general policies, activities or products of Cooperating Organization. Where confusion could result, publicity should be accompanied by a disclaimer to the effect that no endorsement is intended. Cooperating Organization will clear all publicity materials for the Symposium with NIDDK to ensure compliance with this paragraph.

The names of all Cooperating Organizations will be included in announcements and agenda with equal prominence, in an alphabetical format and identical font and size to be approved by NIDDK. Cooperating Organization may also be listed on the agenda of the Symposium in connection with factual recital of specific events sponsored by Cooperating Organization.

## **8. Records**

Records concerning the event shall account fully and accurately for the financial commitments and expenditures of NIDDK and Cooperating Organization. Such records shall reflect, at a minimum, the amounts, sources, and uses of all funds.

## **9. Public Availability**

This co-sponsorship agreement, as well as the financial records described in paragraph 8, shall be publicly available.

## **10. Requirements for Co-Sponsorship as a Cooperating Organization**

Criteria for partnership with non-profit organizations partnering with NIDDK have been established by the NIDDK Clearinghouses. To be designated a Cooperating Organization for a NIDDK-sponsored meeting the organization must present documentation that it meets the following criteria:

- a. Maintain non-profit status as either a patient advocacy organization, educational institution, or professional organization.
- b. Exist physically (“bricks and mortar”) with a headquarters, letterhead stationary, website, etc.

- c. Operate under a stated mission consistent with partnership of NIDDK.
- d. Administer organizational, educational or outreach activities on a national or international scale.
- e. Have an established board of directors or advisory group that includes independent board-certified medical experts.

To co-sponsor an event also sponsored by the Department of Health and Human Services, or any subcomponent of the Department, such as the National Institute of Diabetes and Digestive and Kidney Diseases of the National Institutes of Health, Cooperating Organization must abide by the legal memorandum of August 8, 2002, entitled "Co-Sponsorship Guidance," issued by the HHS Designated Agency Ethics Official, a copy of which is attached. Inkeeping with that Guidance, Cooperating Organization represents that neither it nor a majority of its members:

- 1. are seeking official action by the NIDDK;
- 1. are doing business with or seek to do business with the NIDDK; nor
- 2. have interests that may be substantially affected by the performance or nonperformance of the official duties of an employee of the NIDDK.

Cooperating Organization represents that it qualifies under the above requirements to be designated as a Cooperating Organization and to co-sponsor an event with the NIDDK.

**FOR COOPERATING ORGANIZATION:**

By \_\_\_\_\_ Dated:

Title:

Address:

**FOR THE NATIONAL INSTITUTE OF DIABETES AND DIGESTIVE AND KIDNEY DISEASES:**

By \_\_\_\_\_ Dated:

Title:

Address: